

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Procedure for Nominating Agency Employees
for Public Service Awards

REFERENCE : DDS Memo for the File, Subject: Nominations
for Awards, dtd 8 January 1969

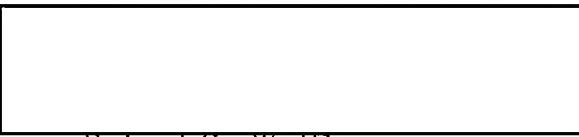
1. This memorandum suggests action on your part; this action is suggested in paragraph 4.
2. You have asked us to organize a procedure relating to the nomination of Agency employees for the several Public Service Awards which would produce the best possible presentation.
3. Several years ago we developed a system whereby each Deputy Director and the Executive Director-Comptroller is asked to nominate candidates for all of the Public Service Awards at one time. Transmitted with our call for nominations has been a pamphlet which summarizes the type of award and related information. This practice should continue since it has avoided the last minute rush in obtaining the necessary reviews leading to the nomination of candidates and the eventual selection by the Director of the nominee.
4. Our recent experience in submitting the Agency's nominee for the National Civil Service League Career Service Award suggests a means to improve our presentation of nominating documents. Consequently, we propose that a panel of Agency employees be constituted from which the Office of Personnel can enlist support in the preparation of nominating papers. They should have demonstrated writing talent and be able to contribute to an imaginative and expressive description of the nominee's background, experience, and talents. We envision a panel of six to twelve; how many are actually asked to help would vary from one award to another.

SUBJECT: Procedure for Nominating Agency Employees for Public Service Awards

5. Henceforth, we will attach to the nominating document forwarded to the Director the names of the judges who will select the winners, if this information is currently available. Whether or not endorsements should be solicited from prominent Government officials should be decided at the time the nomination is being submitted. A follow up on the progress of the Agency's nominee through the review and selection phases can be instituted although we will have to do this in a delicate, non-pressure fashion.

6. If you approve the panel concept discussed in paragraph 4 above, I will identify a list of Agency employees who might serve in this capacity and will submit those names to you for review.

7. I would be happy to discuss this with you before proceeding.



Robert S. Wattles
Director of Personnel

*This is a good approach.
RS
27 Mar. 69*

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DD/S 69-0210

8 January 1969

MEMORANDUM FOR THE FILE

E-X-T-R-A-C-T

"2. Nominations for Awards: In several discussions concerning the procedure of the Agency in nominating its senior officers for public awards such as the Flemming, Jump and National Civil Service League, it was agreed that we should approach this in a more organized fashion. In order for us to properly follow the procedure we should present our nominating papers in the most expressive and dramatic way possible, avoiding the bureaucratic approach. We should enlist endorsements from prominent Government officials as may be appropriate after the nominations have been sent to the awarding group. Additionally it would be of interest to know the names of committees or judges who review the nominations and select the winners and determine the timing that this action takes place. I am asking the Office of Personnel to organize this procedure so that we can more appropriately follow the award procedure."

E-X-T-R-A-C-T

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13 JUN 1969

69-2752

Executive Registry
69-1929/2

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support *RS* 17 JUN 1969SUBJECT : Nominations of Candidates for 1969-70
Public Service Awards

1. This memorandum submits the nominations of candidates for this Agency's 1969-70 Public Service Awards program.

2. Each Directorate was solicited by memorandum dated 4 April 1969 to obtain nominations for the 1969-70 Public Service Awards program. A copy of our memorandum requesting nominations and descriptive literature on the seven awards are attached.

3. Listed below are the names of Agency candidates nominated for Public Service Awards. A Biographic Profile for each nominee is attached.

<u>Award</u>	<u>Nominations</u>	<u>Office</u>	<u>Nominated by</u>
X Arthur S. Flemming Award		OCS	Directorate of Science and Technology
Federal Woman's Award		OCS	Directorate of Science and Technology
		CRS	Directorate of Intelligence
		CI Staff	Clandestine Service

4. There were no nominations received for the following awards:

a. William A. Jump Memorial Award

b. National Civil Service League Career Service Award

c. Federal Government Accountants Award

d. National Capital Award

e. Paperwork Management Award

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5. As you know, the preparation and processing of the nominating documents is always time consuming. We will appreciate early command action on these nominations.



Robert S. Wattles
Director of Personnel

Attachments

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Executive Registry
69-1929

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4 APR 1969

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology

SUBJECT : Nominations of Candidates to be Recommended
for:
 (1) Arthur S. Flemming Awards
 (2) William A. Jump Memorial Awards
 (3) National Civil Service League Career
Service Award
 (4) Federal Woman's Award
 (5) Federal Government Accountants
Awards
 (6) National Capital Award
 (7) Paperwork Management Award

1. This memorandum invites you to nominate candidates for the Public Service Awards listed above. A pamphlet, describing the purpose and criteria for each award with a list of the latest winners, is attached to assist you in your selection.

2. Asking you to make all your selections at one time has proven to be more effective and time saving than asking you to consider each award when the invitation is received. This system provides sufficient time for careful consideration of candidates and to work up the basic nominating documents before the Agency receives the formal invitation for nominations.

3. It is requested that employees under your jurisdiction be screened for potential candidates. You may submit more than one name for an award. Please send me your list of nominations on or before 15 May 1969. This Office will then compile a list of all nominees submitted and forward it to the Director for final decision.

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4. Last year the Agency did not submit nominations for the following awards: William A. Jump Memorial Award, Federal Government Accountants Awards, National Capital Award, or the Paperwork Management Award. We would not ask the Director to endorse a candidate who is not fully qualified and deserving of these awards. I urge you, however, to consider carefully and screen employees in your area so that no qualified nominee is overlooked. A review of Honor and Merit Award recipients under your jurisdiction may well be a useful source of nominees for the Public Service Awards listed above.

5. We will be happy to give you any further information or assistance you may require to identify eligible nominees.



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Robert S. Wattles
Director of Personnel

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PUBLIC SERVICE AWARDS

OFFICE OF PERSONNEL

March 1969

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ARTHUR S. FLEMMING AWARDS

Flemming Award

Awards Granted by : Junior Chamber of Commerce in Washington, D. C.

Purpose of Award : Recognition of young men in Government for outstanding and meritorious service in executive, administrative, technical and scientific fields.

No. of Awards Granted: Ten (five to men in administrative fields and five to men in scientific and technical fields)

No. of Nominations : Unlimited number

Eligibility Criteria : Service -- Award based on service of preceding fiscal year.

Age -- Under 40 as of 1 January of year award is ✓ granted.

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AGENCY NOMINATIONS 1960-68*

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George A. Carver, ONE/SAVA -1968

1968 Award Winners (awarded 1969)

ADMINISTRATIVE

Edward F. Rose -- U. S. Civil Service Commission

Dr. Bertram S. Brown -- National Institute of Mental Health

Barry R. Flamm -- Department of Agriculture

Glenn W. Ferguson -- Department of State

John R. Petty -- Treasury Department

SCIENCE

Dr. Martin E. Glicksman -- Department of the Navy

Dr. Norman F. Ness -- National Aeronautics & Space Administration

Dr. Richard E. Hallgren -- Department of Commerce

James J. Kramer -- National Aeronautics & Space Administration

Edward H. Stone, II -- Department of Agriculture

*None of the Agency candidates have been selected for the Flemming Awards.

George A. Carver, ONE/SAVA, was one of the 20 semi-finalist in 1968.

APPROVING
FLEMMING
AWARD
COMMITTEE

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WILLIAM A. JUMP MEMORIAL AWARDS

Awards Granted by : William A. Jump Memorial Foundation,
Washington, D. C.

Purpose of Award : Recognition of Government employees for
outstanding accomplishments in the field
of public administration

No. of Awards Granted: Three principal awards, Special recognition
certificates given to all nominees

No. of Nominations : One from each agency

Eligibility Criteria : Service -- Award based on service over a
considerable period of time
Age -- Under 37 as of 31 December of year
prior to nominations

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AGENCY NOMINATIONS 1963-1969

AGENCY AWARD WINNERS

John N. McMahon, DDS&T -1966 John N. McMahon -1966
(Certificate of Recognition)

WILLIAM A. JUMP MEMORIAL AWARDS WINNERS 1962-1969

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1962--Davis B. McCarn, Department of the Air Force

1963--William H. Fortenberry, NASA

1965--William Josephson, General Counsel of the Peace Corps

Samuel A. Lawrence, Bureau of the Budget

Edwin P. Trainor, Internal Revenue, Chicago Office

1966--Stephen Neal Shulman, Department of the Air Force

Leroy S. Wehrle, AID

1967--Samuel W. Lewis, Department of State

1968--Gary Bearden, Department of Agriculture

Alan David Berg, Agency for International Development

1969--David A. Swankin, Department of Labor

Clayton Everette McManaway, Jr., Agency for International Development.

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NATIONAL CIVIL SERVICE LEAGUE CAREER SERVICE AWARDS

Awards Granted by : National Civil Service League

Purpose of Award : To strengthen the public service by bringing national recognition to significant careers in the Federal service. Awards granted to employees who exemplify the primary characteristics of the career service: efficiency, achievement, character, and service.

No. of Awards Granted: Ten

No. of Nominations : Three from each agency

Eligibility Criteria : Service -- At least 10 years (including military service) of Federal service

AGENCY NOMINATIONS 1960-1969

STAT	Lyman B. Kirkpatrick, Jr.	- 1960
	Sherman Kent	- 1961
	Herbert Scoville, Jr.	- 1962
	Arthur C. Lundahl	- 1963
	[REDACTED]	- 1964
	Richard M. Helms	- 1965
	R. Jack Smith	- 1966
	R. Jack Smith	- 1967
	Lawrence K. White	- 1968
	Lawrence K. White	- 1969

AGENCY AWARD WINNERS

STAT	Lyman B. Kirkpatrick, Jr.	- 1960
	Sherman Kent	- 1961
	Arthur C. Lundahl	- 1963
	[REDACTED]	- 1964
	Richard M. Helms	- 1965
	Lawrence K. White	- 1969

Nat'l Civil Service
League Award

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Award Granted by : Board of Trustees, Federal Woman's Award
(Composed of community leaders and Federal officials)

Purpose of Award : To provide recognition to women who have made outstanding contributions to the efficiency and quality of the Federal career service. To publicize the wide variety of careers for women in Government.

No. of Awards Granted: Six (Seven awards in 1968)

No. of Nominations : Three from each agency

Eligibility Criteria : Rank-- Equivalent to Grade GS-9 or above
Service--At least 3 years continuous service
in the Federal Government

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AGENCY NOMINATIONS 1960-1968

AGENCY AWARD WINNERS

1960
1960
1961, 1963, 1964
1965
1967
1968
1969

965

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WINNERS OF 1969 FEDERAL WOMAN'S AWARD

Eileen R. Donovan - Department of State

STATINTL Dr. Jo Ann Smith Kinney - U. S. Navy Submarine Medical Center

Esther C. Lawton - Department of the Treasury

Dorothy L. Starbuck, - Veterans Administration

Edith M. Cook - Department of Labor

Woman's Award

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FEDERAL GOVERNMENT ACCOUNTANTS AWARDS

Awards Granted by : The Washington Chapter of the Federal Government Accountants Association (FGAA)

Purpose of Award : Special recognition of outstanding achievements in the improvement of financial management in Federal service

No. of Awards Granted : Determined by Awards Committee

No. of Nominations : Five from each agency

Eligibility Criteria : Service -- Award based on year's service prior to nomination

AGENCY NOMINATIONS

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Robert H. Fuchs, Office of Finance - 1966
[redacted] Audit Staff - 1967

1968 AWARD WINNERS - WASHINGTON CHAPTER OF FGAA

Victor Corso -- AEC
Elmer W. Muhonen -- HUD
Dale R. McOmber -- Bureau of the Budget
William G. Rankin -- Department of Treasury
David V. Dukes, James C. Molloy -- NASA -- Group Award
Henry O. Miller, George P. Mooney, Terrence Arndt -- Department of the Army -- Group Award

APR 1968
FEDERAL GOVERNMENT
ACCOUNTANTS ASSOCIATION
1968 AWARDS

NATIONAL CAPITAL AWARD

Award Granted by : The D. C. Council of Engineering and Architectural Societies

Purpose of Award : Recognition of notable achievements of young professionals (both male and female) in Metropolitan Washington Area in fields of architecture and engineering.

No. of Awards Granted : Four

No. of Nominations : Two (1 engineer and 1 architect)

Eligibility Criteria : Service -- Civilian or military service in Metropolitan Washington Area
Age -- Two categories -- 35 years or younger as of the date of the presentation of the award (this award is presented in February) -- over 35

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AGENCY NOMINATIONS

AGENCY AWARD WINNERS

Nat'l Capital Award

1969 AWARD WINNERS

Over 35 - Engineer's Award

Mr. Angelo Ghiglione, Bureau of Public Roads, Office of Engineering and Operations

Under 35 - Engineer's Award

Mr. Dolloff Bishop, Federal Water Pollution Control Administration

Architect Award (only one award given)

Mr. Arthur H. Keyes, Senior Partner of Keyes, Lethbridge and Condon

PAPERWORK MANAGEMENT AWARD

Award Granted by : Administrative Management Society

Purpose of Award : Recognition of outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government

No. of Awards Granted: One or more

No. of Nominations : Unlimited number

Eligibility Criteria : No age or service eligibility requirements

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AGENCY NOMINATIONS

[REDACTED] D/DDS - 1966

[REDACTED] S/DDS - 1968

1968 Award Winners

Joseph P. Burke - Post Office Department

Edward W. Garabedian - Administrative Office of the United States Courts

Colonel John E. Moler - Department of the Air Force

James W. Purvis - General Services Administration

Terrence R. Turner - Department of Agriculture

Louis B. Williams - Department of the Navy

Paperwork Award

ADMINISTRATIVE
MANAGEMENT SOCIETY

EXCELSIOR, NEW JERSEY 07042

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